

Supplier Self Registration - Student

How to register yourself as a supplier in Oracle as a Student
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Use the link provided by the staff or faculty member of your college to access the Supplier Registration Portal

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Register Supplier: Company Details

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Enter a value for at least one of these fields: D-U-N-S Number, Taxpayer ID, or Tax Registration Number.

* CompanyMorales, Miles

* Tax Organization TypeIndividual

Supplier TypeStudent

Corporate Web Site

AttachmentsNone

D-U-N-S Number

Tax CountryUnited States

Taxpayer ID000120123

Tax Registration Number

Note to ApproverMileage Reimbursement

Your Contact Information

Enter the contact information for communications regarding this registration.

* First NameMiles

* Last NameMorales

* EmailSpidey@marvl.com

* Confirm EmailSpidey@marvl.com

- 1 Enter your name last name first, first name last like shown above
- 2 For Tax Organization Type select Individual and for Supplier Type select student
 - If you are not a US Citizen use Tax Organization Type Foreign Individual
- 3 Click on the + to attach documents such as a Direct Deposit form
- 4 Use your personal email, not your college email address
- 5 Enter your Social Security Number with NO SPACES and NO DASHES
- 6 Please use the Note to Approver field to call out what sort of payment you are receiving
- 7 Review the information you entered, if everything is correct, click **Next**

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Register Supplier: Contacts

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Enter at least one contact.

ActionsViewFormatCreateEditDeleteFreezeDetachWrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Morales, Miles		Spidey@marvl.com	✓	✓		

Column Hidden 7

Edit Contact: Miles Morales

Salutation

* First NameMiles

Middle Name

* Last NameMorales

Job Title

Administrative contact

Phone

Mobile

Fax

* EmailSpidey@marvl.com

User Account

Request user account

Roles

ActionsViewFormatFreezeDetachWrap

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invol...
Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, request...
Supplier Self Service Administrator	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

- 8 Review the information displayed, if a change needs to be made click edit to access a pop up screen
 - 8a Click **OK** once your information is correct
- 9 If the information is correct click **Next**

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Register Supplier: Addresses

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ActionsViewFormat+ CreateEditDeleteFreezeDetachWrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
No data to display.					
Columns Hidden 3					

Create Address

* Address NameNew York-1• 12

* CountryUnited States• 11

Address Line 178 E135th St

Address Line 25b

CityNew York

StateNY• 13

Postal Code10035

* Address Purpose

Ordering• 14

Remit to

RFQ or Bidding

Phone1

Fax1

Email

Address Contacts

Select the contacts that are associated with this address.

ActionsViewFormat✕FreezeDetachWrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

• 15

Create AnotherOKCancel

- 10 Click on **+ Create** to add an address
 - NOTE: Add an address where you can receive mail
- 11 Select the correct country for your address, if the address where you receive mail is not a US address, select the correct country
- 12 The **Address Name** is city-1 with no spaces between the city name and the number
- 13 Always use the two letter postal abbreviation
- 14 Select **Ordering** and **Remit to**
- 15 Click **OK**
- 15 Click **NEXT**

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Register Supplier: Business Classifications

☐ None of the classifications are applicable

ActionsViewFormat+ ✕FreezeDetachWrap

* Classification	Subclassification	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
No data to display.								

- 16 Skip this part, click **Next**

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Register Supplier: Bank Accounts

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ActionsViewFormatCreateEditDeleteFreezeDetachWrap

Account Number	Currency	Bank	Branch	Ac Ty	Note to Approver	Edit	Delete
No data to display.							
Columns Hidden 6							

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* CountryUnited States

• 18

BankJPMORGAN CHASE

• 19

Branch021000021 - JPMORGAN CHASE

• 20

* Account Number000000001

• 21

IBAN

CurrencyUSD

• 22

Additional Information

Account Name

Agency Location Code

Alternate Account Name

Account TypeChecking

• 23

Account Suffix

Description

Check Digits

Comments

• 24

Note to Approver

You can put your account and Routing number here as well

• 25

Create AnotherOKCancel

- 17 To add Direct Deposit information click on **+ Create**
- 18 Only US bank accounts can be used for Direct Deposit
- 19 Select your Bank
 - If you start typing the bank name in the field you might find it more quickly
- 20 Select the routing number for your bank branch
 - you can start typing in your routing number to find it more quickly
- 21 Enter your account number with NO SPACES, NO DASHES and DIGITS ONLY
- 22 Direct Deposits can only be done in US Dollars
- 23 Select the type of account
- 24 Use the comments section to include any important information.
- 25 Review the information entered. If it is correct, click **OK**
- 26 click **Next**

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Register Supplier: Products and Services

ActionsViewFormatSelect and AddRemoveFreezeDetachWrap

Category Name	Description	Remove
No data to display.		

- 27 Skip this section, click **Next**

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Review Supplier Registration: Morales, Miles

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Company Details

Company Morales, Miles

Tax Organization Type Individual

Supplier Type Student

Corporate Web Site

D-U-N-S Number

Tax Country United States

Taxpayer ID 000120123

Tax Registration Number

Note to Approver mileage reimbursement

- 28 Review your information. If it looks correct click **Register**

If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org